



## POSITION DESCRIPTION

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**CLASSIFICATION TITLE** Senior Coordinator      **WORK AREA** Emergency 9-1-1  
**CLASS CODE** 5310/Nonexempt      **EFFECTIVE DATE:** October 1, 2001

**FUNCTION** Provide coordination and technical expertise for Computer Aided Dispatch and E-911 telephonic systems including mapping for all PSAPs in Seminole County.

**EDUCATION AND EXPERIENCE** Associates Degree in computer science or associated field and three (3) years' experience, including supervisory, in emergency dispatch systems are desirable.

*A comparable amount of education, training and/or experience may be substituted for the minimum qualifications.*

### **SPECIAL REQUIREMENTS**

Ability to read and interpret technical documents relating to programs utilized in the E-911 System. Ability to utilize database programs, computers and associated software programs. Ability to effectively communicate orally and in writing. Ability to make effective presentations before large and small audiences. Ability to utilize geographic information systems in the operation of CAD and mapping operations. Knowledge of Windows NT software. Knowledge of Microsoft office. Knowledge of Computer Aided Dispatch systems. Must possess and maintain a valid Florida Drivers License.

**ESSENTIAL FUNCTIONS** *Note: These are intended as illustrations of the various work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Read and interpret GIS mapping as associated with Computer Aided Dispatch (CAD) information and associated files.

Supervise assigned personnel.

Function as a Team Member in the Emergency Communications Center.

Coordinate mapping program for all PSAPs in Seminole County

Perform technical support for computer aided dispatch system

Comply with Department and Division policies and procedures. Develop short and long-term work plans

Maintain effective communications with vendors and technical experts in association with efficient operation of equipment and software.

Read and become familiar with software programs and associated documentation to assure the effective operation of the Computer Aided Dispatch System.

Must be available to work flexible hours when required.

**WORKING CONDITIONS** The work environment for this position is primarily an office setting. Most duties are performed while sitting at a workstation or desk. Incumbent may be exposed to electrical and reliant energy from computer terminals.